



DEFENSE FINANCE AND ACCOUNTING SERVICE
P.O. BOX 182317
COLUMBUS, OH 43218-2317

DFAS-JB/CO

APR 30 2014

MEMORANDUM FOR EXECUTIVE DIRECTOR, CONTRACTS DEFENSE
CONTRACT MANAGEMENT AGENCY (DCMA)
DIRECTOR, FINANCIAL MANAGEMENT DIRECTORATE,
WASHINGTON HEADQUARTERS SERVICES (WHS)
CHIEF OF FINANCIAL SERVICES, DEFENSE THREAT
REDUCTION AGENCY (DTRA)

SUBJECT: 2014 Fiscal Yearend Processing for Canceling Year Invoices –
Mechanization of Contract Administration Services MOCAS Division

Certain appropriations will cancel on September 30, 2014, in accordance with Public Law 101-510. To ensure all invoices against these appropriations are paid before the funds cancel, we request these invoices be received at the Defense Finance and Accounting Service (DFAS) Columbus, MOCAS Division (DFAS-JAIQ), by Friday, August 08, 2014.

The final MOCAS cycle for fiscal year end will run the night of **September 29, 2014**, with payments dated **September 30, 2014**. We will make every effort to pay invoices received after August 08, 2014; but we cannot ensure payment. To eliminate possible payment delays, invoices must meet the following criteria:

- a. All invoices submitted for payment must be accurately completed and comply with contractual terms.
- b. DD Form 250, if applicable, must be distributed and input to MOCAS.
- c. Any contract deficiency affecting payment must have been corrected via Modification or DCMA Form 1797, and the correcting document input into MOCAS prior to September 2, 2014.
- d. Sufficient funds must be available on the contract and respective Accounting Classification Reference Numbers to process the invoice. Requests for contract adjustments need to be submitted as soon as possible, and clearly identified as cancelling fund adjustments, to allow sufficient time for processing.
- e. All payments must be validated to the accounting station records prior to disbursement.
- f. Wide Area Workflow (WAWF) must be used for invoice submission unless a waiver has been granted.

Note: If it is necessary to submit a hard copy invoice, please ensure that a black "M", at least two inches tall, is placed at the top of the invoice or voucher. If numerous invoices are being submitted and the Administrative Contracting Officer (ACO) has priority invoices, we recommend that they notify and coordinate with the appropriate point of contact ahead of time. In order to facilitate the proper distribution of a hard copy invoice, we recommend you contact the Centralized Customer Service Office at 1-800-756-4571, option 1 and notify them of the invoice submission. Attached is a list of points of contact for each Operating Division.

Hard copy invoices should be submitted via fax to the TIER II Branch at the following toll-free numbers:

- a. North: 866-837-8036
- b. South: 866-473-5429
- c. West: 877-749-4843

Please make note of the following points:

- Cash management provisions will be in effect for all interest-bearing disbursements to include canceling funds payment. Cash management provisions stipulate that invoice payments will not be released until the 28th day after receipt of a proper invoice. To ensure that there are no loss of funds due to cash management provisions, all canceling funds invoices that have completed the payment process (entitlement and prevalidation), but are awaiting cash management release, will be paid in the last processing cycle of the fiscal year (FY).

As a point of clarification, any billing submission categorized as contract financing such as: progress payments, performance based payments, interim cost vouchers and small businesses etc., are not subject to cash management provisions.

- The prevalidation threshold is currently at \$5,000 for all FY04 and earlier contracts. Prevalidation is performed on all invoices on FY05 and later contracts. The prevalidation process takes a minimum of 48 hours and should be considered in the case of all late invoice submissions.
- Contractors must have active System for Award Management (SAM) registrations and should ensure that all banking information is current and accurate. In addition, SAM registrants must also have their Tax Identification Number validated by the Internal Revenue Service prior to payment. It is highly recommended that any SAM registrations that are due to expire in September be updated during the month of August. If a contractor is exempt from SAM registration, they need to ensure that a valid remittance address is cited in the contract.

In an effort to gain assistance in identifying canceling appropriations and contracts that contain canceling appropriations, visit the DCMA Web page at:
<http://guidebook.dcmamil/16/CFlatestdata.htm>. DCMA lists the affected contracts and fund codes.

If you have any questions concerning this memorandum, please contact Ms. Zelma Hopkins, DFAS-JAIQ/CO, DSN 791-4782 or 614-701-4782. For questions regarding specific invoices, please refer to the points of contact listed in the attachment.



Martha J. Smith
Director, DFAS Columbus

Attachment:

As stated

cc:

DCMA Liaison Office

DCAA Liaison Office

DFAS Client Executives

FY14 MOCAS YEAR END PROCESSING

DFAS-CO (614)-701-XXXX

<u>FOR INVOICE INQUIRIES:</u>	<u>CONTACT:</u>	<u>OFFICE PHONE</u>	<u>EMAIL ADDRESS:</u>
ENTITLEMENT DIVISION	Jill Walker	701-3111	jill.walker@dfas.mil
	ALT – Terry Anderson	701-4020	terry.anderson@dfas.mil
West Database (MOCL)	Herman Baumann	701-4042	Herman.baumann@dfas.mil
	ALT – Vernell Howard	701-4333	Vernell.howard@dfas.mil
North Database (MOCH)	Pam Giesy	701-4255	Pam.giesy@dfas.mil
	ALT – Catherine Burr-Bolder	701-4096	Catherine.burr-bolder@dfas.mil
South Database (MOCG)	Kathy Sponseller	701-4657	Kathy.sponseller@dfas.mil
	ALT – Iris Robinson	701-4599	Iris.robinson@dfas.mil
Reconciliation Inquiries	Simone Sutter	701-2817	simone.sutter@dfas.mil
	ALT - Gary Fuller	701-4239	gary.fuller.@dfas.mil
Contract Input Inquiries	Mark Miller	701-4469	mark.miller@dfas.mil
	ALT- Deborah Peachey	701-4536	deborah.peachey@dfas.mil